

Coding Time for Workers' Compensation (10/24/03)

MEMORANDUM TO: Distribution "A"

FROM: Joyce Wilson, WC Administrator

SUBJECT: Coding Time for Workers' Compensation

There appears to be a misunderstanding throughout the entire Department regarding the correct coding for those employees who are out of work due to an on-the-job injury.

This memo is being written to clarify the correct use of Codes 9400, 9680 and 9690.

CODE 9400

When an employee is absent from work due to an on-the-job injury, he/she may use their own leave (vacation, bonus, sick, compensatory) during the 7-day waiting period. On day number 8, that employee **MUST** be removed from the payroll and placed on Leave Without Pay (LWOP)/WC. They are then entitled to receive Workers' Compensation benefits for the duration of their absence as long as their treating physician certifies that absence necessary. The code for this lost time starting on Day 8 should always be code 9400.

There have been no changes regarding the placement of an injured employee on LWOP after the 7-day waiting period has been satisfied. Please be careful to remember that the 7-day waiting period are calendar days, not workdays, and any portion of a day lost (employee uses his leave or is on leave without pay) counts as a whole day in the waiting period. If the employee's lost time is sporadic, then you would need to count 7 actual days or portion of the day in order to satisfy the waiting period.

CODE 9680

The code 9680 is **ONLY** to be used when the employee has satisfied his 7-day waiting period, by either 7 consecutive calendar days away from work, or 7 full or partial days sporadically away from work following the injury, and is now back at work and needs to be off for physical therapy, doctor's appointments, MRI's etc.

Remember that the code 9680 replaces the old Administrative Leave code (5.4) and should be used only as noted above. No one should ever be coded 9680 for a full workday (8 hours or more). The injured worker must work a portion of the day in order to be given 9680 for time away from work for medical treatment.

By coding an employee 9680 for an entire workday, the injured employee for all intent and purposes actually remains on the payroll, instead of being separated. When an employee's time is incorrectly coded 9680, this time must be reversed when the employee returns to work, which means that one or more of his future regular payroll checks will be reduced to correct the coding error. This does not make for a happy employee, and this scenario has been occurring more and more lately.

CODE 9690

Regarding the Code 9690, this is a special code reserved for those employees in the Drivers' License Offices who are injured giving road tests, or for the sworn Law Enforcement Officers in DMV Enforcement who are injured on the job. Employees in these classifications are granted full salary continuation for the first two years of disability under Workers' Compensation, and you may code 9690 on their timesheets for each day or portion thereof that they are unable to work because of their injury. All other DMV employees and those Drivers' License employees injured **NOT** giving a road test, will follow the same procedures outlined for codes 9400 and 9680.